



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY, EUROPE, and SEVENTH ARMY**  
**UNIT 29351**  
**APO AE 09014-9351**

REPLY TO  
ATTENTION OF:

AEAGA-CL

- 7 OCT 2005

CPD Policy Memorandum LN-GE-RIF 5

SUBJECT: Release of Local National (LN) Employees from Work with Pay Prior to the Effective Date of Termination

1. Reference German Social Security Code IV.
2. Release of employees (with pay) prior to the effective date of their termination can have an impact on German Social Insurance contributions and employee eligibility for social services. To avoid a negative impact to employees, a signed release agreement must be negotiated with the employee ensuring the employer preserves the right to "call the employee back to work". Effecting this agreement will ensure employment under German Labor Law (Arbeitsverhaeltnis) continues without impact to German Social Insurance or employee eligibility to qualify for services.
3. The enclosed agreement resolves the settlement of any entitlements to annual leave, overtime work or compensatory time and must be signed by the employee and a CPAC representative. To ensure there are no payroll issues, the agreement and the letter informing the employee of the release together with information on entitlements to annual leave, overtime hours, and compensatory time off should be provided to the Foreign Forces Payroll Office without delay.
4. HQ USAREUR/7A POC is Mr. Juergen Bohnenberger, 375-2516, email [juergen.bohnenberger@us.army.mil](mailto:juergen.bohnenberger@us.army.mil).

Encl

JEANNIE A. DAVIS  
Assistant Deputy Chief of Staff, G1  
(Civilian Personnel)

## **RELEASE AGREEMENT/FREISTELLUNGSVEREINBARUNG**

The employer and the employee are in agreement that the release period first counts as settlement of entitlements to annual leave and subsequently as compensation for any overtime hours and possible entitlements to compensatory time-off.

Arbeitgeber und Arbeitnehmer sind sich darin einig, dass der Freistellungszeitraum zunächst als Erfüllung des Urlaubsanspruchs und dann als Ausgleich für etwaige Überstunden und mögliche Freizeitausgleichsansprüche gilt.

Date, Signatures

Datum, Unterschriften